BILL NO. 89-09-21

SPECIAL ORDINANCE NO. 147-89

AN ORDINANCE amending the 1989 and 1990 Salary Ordinances to include positions affiliated with the Drug Regional Advisory Council.

WHEREAS, the City of Fort Wayne is one of several entities throughout the State of Indiana to receive grants to establish regional drug advisory councils;

WHEREAS, certain staffing is necessary to support the Northeast Drug Regional Advisory Council;

WHEREAS, under the terms of the grant received, said staffing responsibilities rest with the City of Fort Wayne;

WHEREAS, the salaries for said staff positions will be fully reimbursed by said grants;

WHEREAS, as said staff positions serve the entire northeast Indiana region, they should be exempt from local residency requirements.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. Section 3. of the 1989 Salary Ordinance (S-113-88) and Section 3. of the 1990 Salary Ordinance (S-112-89) are amended to include the following:

LABOR GRADE	TITLE
OFFICE OF THE MAYOR (Drug Regional Advisory Council)	
13	Director, Regional Coordinating Office
9	Project Assistant
5(5)	Executive Secretary VIII

SECTION 2. The positions set forth in Section 1. are exempt from any and all local residency requirements.

SECTION 3. The positions set forth in Section 1. are automatically eliminated, and the individual's holding said positions shall have no right of continued employment with the city in the event that the State funding for said positions expires and is not renewed.

SECTION 4. That this Resolution shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Councilmember

APPROVED AS TO FORM
AND LEGALITY

J. Timothy McCaulay, City Attorney

PROJECT ASSISTANT REGIONAL COORDINATING OFFICE

DEFINITION

Under the supervision of the Regional Coordinating Office Director, assists in coordinating and generating support for substance abuse demand reduction activities among public and private treatment providers, school systems, community organizations, criminal justice officials, law enforcement agencies, and federal, state and local government organizations in Region 3 (Adams, Allen, DeKalb, LaGrange, Noble, Steuben, and Wells counties). As directed by the Director, serves as support staff to Regional Advisory Board. May assist Director in the administration of Regional Coordinating Office funds. Assists Director in the development of long-term private sector support strategies for substance abuse reduction.

EXAMPLES OF DUTIES

Meets with representatives of interested agencies and organizations in Region 3 to encourage and assist in the development of county or town task forces and comprehensive plans. Compiles and regularly disseminates updated information on substance abuse to service providers and other interested parties, under the supervision of the Director. Assists in the preparation of funding proposals and other fund-raising efforts. May monitor agencies or organizations which receive Regional Coordinating Office funds.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience in public health, substance abuse, or mental health equivalent to a Bachelor of Public Health or Bachelor of Social Work degree. Experience working with volunteer organizations and non-profit agencies strongly preferred.

Knowledge and Abilities: Familiarity with substance abuse treatment and prevention programs required. Ability to work with volunteers and small non-profit organizations required. Excellent oral and written communication skills required.

LICENSE NEEDED: Driver's License

IMMEDIATE SUPERVISION: Director

HOURS: 8 a.m. - 5 p.m., Evening and weekend hours required.

SALARY: Labor Grade 9 - Exempt

REVISED: August, 1989

DIRECTOR REGIONAL COORDINATING OFFICE

DEFINITION

Under the general supervision of the Regional Advisory Board and the Mayor's Office, coordinates and generates support for substance abuse demand reduction activities among public and private treatment providers, school systems, community organizations, criminal justice officials, law enforcement agencies, and federal, state and local government organizations in Region 3 (Adams, Allen, DeKalb, LaGrange, Noble, Steuben, and Wells counties). Promotes communication among agencies within Region. Serves as support staff to Regional Advisory Board and assists the Board in development and implementation of comprehensive demand reduction strategies. Administers Regional Coordinating Office funds. Develops strategies for long-term private sector support for substance abuse reduction programs. Supervises activities of Project Assistant and Secretary.

EXAMPLES OF DUTIES

Meets regularly with Regional Advisory Board to develop and monitor progress toward meeting reduction strategies. Encourages and assists in development of task forces and comprehensive planning in each county or town in Region 3. Compiles and regularly disseminates updated information on substance abuse programs to service providers and other interested parties. Reviews activities of Drug Policy Studies program. Writes and monitors contracts for services funded by the Regional Coordinating Office. Acts as liaison between Region 3 organizations and the Governor's Commission, maintaining regular contact with the Governor's Commission and other Regional Coordinators. Responsible for preparing financial and programmatic reports for the Governor's Commission. Works with consultants to develop programs, as directed by the Regional Advisory Board. Writes grant proposals to foundations and government agencies. Assists Regional Advisory Board in establishing on-going private fundraising efforts. Directs activities of Assistant Coordinator and Secretary.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience in public health, substance abuse, or mental health equivalent to a Master of Public Health or Master of Social Work degree. Experience working with volunteer organizations and non-profit agencies strongly preferred.

Knowledge and Abilities: Familiarity with the challenges associated with substance abuse treatment and prevention required. Ability to work with volunteers and small non-profit organizations required. Excellent oral and written communication skills required. Demonstrated ability to produce fundable grants strongly preferred.

LICENSE NEEDED: Driver's License

IMMEDIATE SUPERVISION: Regional Advisory Board, Mayor

HOURS: 8 a.m. - 5 p.m., Evening and weekend hours required.

SALARY: Labor Grade 13 - Exempt

REVISED: September, 1989

Read the first time in full and on motion by Gia Quinta, seconded by Henry, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on [illegible], the [illegible], day of [illegible], 19[illegible], at [illegible] o'clock [illegible].M.,E.S.T.

DATED: 9-12-89

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Gia Quinta, seconded by Talarico, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	7			2
BRADBURY	✓			
BURNS	✓			
EDMONDS				✓
GiaQUINTA	✓			
HENRY	✓			
LONG				✓
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: 9-26-89

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as ~~(ANNEXATION)~~ ~~(APPROPRIATION)~~ ~~(GENERAL)~~ (SPECIAL) ~~(ZONING MAP)~~ ORDINANCE ~~RESOLUTION~~ NO. S-147-89 on the 26th day of September, 19 89,

ATTEST: Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

~~SEAL~~ Charles S. Redd
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 27th day of September, 19 89, at the hour of 11:30 o'clock A.M.,E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 2nd day of October, 19 89, at the hour of 1:15 o'clock P.M.,E.S.T.

PAUL HELMKE, MAYOR

Admn. Appr._____

DIGEST SHEET

TITLE OF ORDINANCE SALARY ORDIANCE AMENDMENTS - DRUG ADVISORY COUNCIL

DEPARTMENT REQUESTING ORDINANCE MAYOR'S OFFICE

SYNOPSIS OF ORDINANCE A-89-09-21

1.) Adds 3 positions to staff Drug Regional Advisory Council.

2.) Exempts Positions from local residency requirements.

3.) Conditions continuation of positions on state funding.

EFFECT OF PASSAGE City meets obligations under state grant.

EFFECT OF NON-PASSAGE City forfeits grant

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) none

ASSIGNED TO COMMITTEE (PRESIDENT)_____

BILL NO. S-89-09-21

REPORT OF THE COMMITTEE ON FINANCE

MARK E. GiaQUINTA, CHAIRMAN
THOMAS C. HENRY, VICE CHAIRMAN
BRADBURY, SCHMIDT, BURNS

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS

REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ XX amending the 1989 and 1990 Salary Ordinances to include positions affiliated with the Drug Regional Advisory Council

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE) ~~(RESOLUTION)~~

DO PASS	DO NOT PASS	ABSTAIN	NO REC
Mark E. GiaQuinta			
Janet G. Bradbury			
[illegible]			
[illegible]			

DATED: 9-26-89.

Sandra E. Kennedy
City Clerk